

**KENTUCKY BOARD OF HOME INSPECTORS**  
**MEETING MINUTES**  
**October 8, 2013**

A meeting of the Kentucky Board of Home Inspectors was held at the Office of Occupations and Professions in Frankfort, KY on October 8, 2013.

**MEMBERS PRESENT**

Mitch D. Buchanan, Vice Chairman  
Mark G. Oerther  
Mark Schmidt  
Ken Fister  
James A. Chandler  
Robert P. Johnson

**OCCUPATIONS AND PROFESSIONS STAFF**

Diana Jarboe, Board Administrator

**OFFICE OF THE ATTORNEY GENERAL**

Matt James, Office of the Attorney General

**GUESTS**

Steve Keeney  
Bud Wenk

**MEMBERS ABSENT**

Kevin Farris, Chairman  
J.R. Bone

---

**CALL TO ORDER**

Mitch Buchanan, Board Vice-Chairman, called the meeting to order at 10:45 a.m.

**MINUTES**

A motion was made by Mr. Fister to approve the meeting minutes from September 10, 2013. Mr. Chandler seconded that motion and it carried.

**MONTHLY FINANCIAL REPORT**

The financial statement for the month ending September 30, 2013 was reviewed by the Board.

**LICENSURE STATUS REPORT**

The licensure report was reviewed. There are currently 327 licensed Home Inspectors.

**OCCUPATIONS AND PROFESSIONS REPORT**

Mrs. Jarboe highlighted the current events of O&P including the resignation of Executive Director, Matt Osborne, as well as continued development of the new database and the news that wireless internet access is coming soon to O&P.

**OLD BUSINESS**

The Board members deferred discussion of designing the KBHI brochure until the next Board meeting.

**NEW BUSINESS**

- Ms. Jarboe initiated discussion of adjusting the fee for the licensure period for an approved initial license application. Since the law currently states that the initial home inspector

license for an individual is not to exceed 12 months, Mr. Schmidt made a motion to prorate the initial licensure fee in the form of a refund by month, according to the birth month of the applicant, after an initial licensure application has been approved by the Board for all application received effective today. Mr. Johnson seconded the motion, and the motion carried.

- Review and discussion of the amended draft of the proposed regulations was deferred to the November meeting.
- The Board discussed the correspondence received from AHIT regarding their pre-licensing education and, specifically, the field training provided within this program. Mr. Schmidt motioned for the Board to request even more specific information regarding recent KBHI licensure applicants who completed pre-licensing training through AHIT. Mr. Chandler seconded the motion, and with one opposition the motion carried.

### **EDUCATION COMMITTEE REPORT**

- The Education Committee motioned to approve the pre-licensing program application of Professional Home Inspection Institute to expire 2 years from the original application. Mr. Schmidt seconded the motion and the motion carried.
- Tracking and logging of all education providers is still a work in progress. The listing of pre-licensing course providers has now been updated and is current on the KBHI website.

### **APPLICATIONS COMMITTEE** - The Applications Committee made the following motions:

- Renewal applications to be approved – Wesley Faust and Clifton Keaton.
- Renewal applications approved pending the receipt of a KBHI renewal application – Brandon Harris.
- Renewal applications approved pending the receipt, within 21 days, of proof of current general liability insurance coverage – Randall Ward.
- Initial licensure applications to be approved – John Hornbeck, Kevin Marcum, Richard Perry, Mark Portwood, and James Tolliver.

Mr. Schmidt seconded the motion to accept the motion of the Applications Committee for the approved licensure applications, and the motion carried.

- Initial applications to be deferred, awaiting information to be requested from AHIT – Darrin Bachman, William Boone, Matthew Combs, James Crawl, Michael Muerer and Adam Tilley.

Mr. Buchanan seconded the motion and the motion carried.

Mr. Oerther motioned for the approval of the continuing education courses submitted by Mr. Brian Baioni but that he is requested to appear before the application committee at the next Board meeting to discuss his inspection report submitted with his application for licensure renewal. Mr. Chandler seconded this motion and the motion carried.

### **COMPLAINTS COMMITTEE**

Mr. Buchanan motioned for the complaints committee to begin a closed session for review of complaint files at 9:05am. Mr. Schmidt seconded the motion and the motion carried. The committee had discussion and prepared their recommendations to the Board. Mr. Buchanan made a motion to end the closed session and the Complaint Committee meeting at 10:30am. Mr. Schmidt seconded the motion and the motion carried.

The complaint Committee reported/motioned the following:

- Romancik – default judgment issued
- 13-KBHI-0121 - ongoing
- 2013-05 - ongoing
- 2013-07 – motion of disciplinary action by the Board for the licensee to complete a three hour course in structural inspections, including attic components and a 3 hour course in electrical systems within 120 days and only after Board approval of courses to be completed. Mr. Oerther seconded this motion and the motion carried.
- 2013-11 – ongoing
- 2013-12 – motion to dismiss for no violation of law, seconded by Mr. Oerther, and carried unanimously.
- 2013-13 – motion to dismiss for no violation of law, as it is common practice of the industry that the only access to a home inspection report is to the client who requested and paid for the home inspection. Mr. Chandler seconded this motion and the motion carried.
- 2013-14 - ongoing

Ms. Jarboe has been unable to find an address for the non-licensed Home Inspector, Douglas S. Adams, who is advertising home inspection services on Craig's List. Mr. Fister will begin working on getting this information for the Board to send a cease and desist letter to Mr. Adams.

### **TRAVEL AND PER DIEM**

Mr. Chandler made a motion to approve the travel and per diem for members attending today's meeting. The motion, seconded by Mr. Oerther, carried.

### **NEXT MEETING**

The next meeting is scheduled for Tuesday, November 12, 2013, 10:00am at the Office of Occupations and Professions in Frankfort, KY.

### **ADJOURNMENT**

Mr. Fister made a motion to adjourn at 1:30p.m. The motion, seconded by Mr. Chandler, carried.